

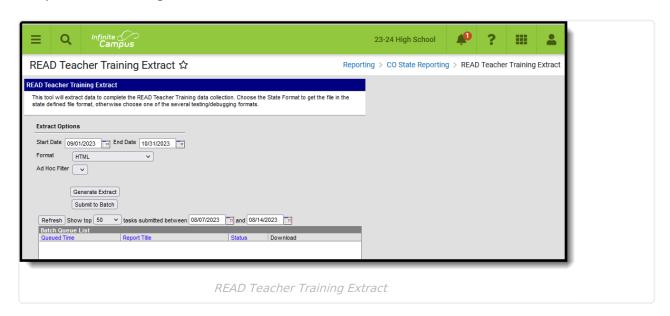
READ Teacher Training Extract

Last Modified on 03/11/2024 8:46 am CD7

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Tool Search: READ Teacher Training Extract

The READ Teacher Training Extract is used to ensure all K-3 teachers, as defined by the READ Act and Rule, have completed evidence-based training in teaching reading. It is required that districts annually submit this report to verify that each teacher who provides literacy instruction has completed the training.



Read - Access and generate the READ Teacher Training Extract.

Write - N/A

Add - N/A

Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

Report Logic

Each staff person who has an active District Assignments record within the entered Start and End Date with an associated **Teacher Training Status Code** is included in the report. Each distinct record (for those who have multiple district assignment records during the date range) reports.

Non-Binary Gender Reporting

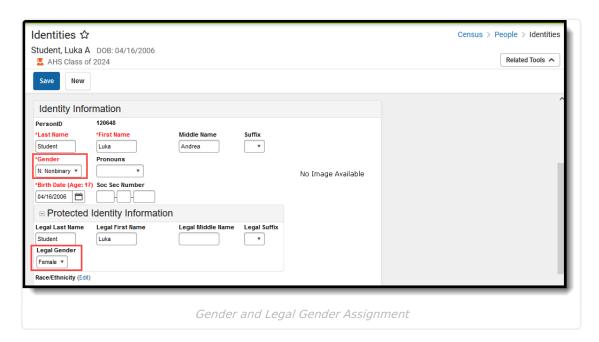
Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the Identities tool and/or the Demographics tool.



Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

- 1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
- 2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
- 3. Save the record when finished.



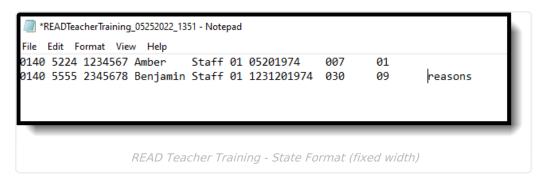
Report Editor

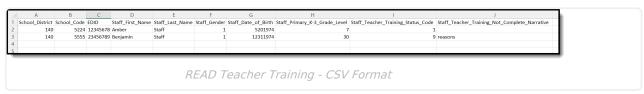
Field	Description
Start Date	Beginning date used to return teacher training information. Dates can be entered in <i>mmddyy</i> format or use the calendar icon to select a date.
End Date	Last date used to return teacher training information. Dates can be entered in <i>mmddyy</i> format or use the calendar icon to select a date.
Format	Selection determines whether the extract generates in the State Format (fixed width), CSV or HTML format.
Ad hoc Filter	When chosen, only those staff included in the selected ad hoc filter are reported in the extract, if they meet the requirements of the extract.
Report Generation	The extract can be generated immediately using the Generate Report button. Or, use the Submit to Batch button to select when the report is generated. See the Batch Queue article for more information on this functionality.



Generate the Report

- 1. Enter the **Start Date** and **End Date** for the report.
- 2. Select the desired **Format** for the report.
- 3. If desired, select an Ad hoc Filter.
- 4. Click the **Generate Extract** button or use the **Submit to Batch** button. The extract displays in the selected format.





	School_Code	EDID		Staff_Last_Name	Staff_Gender		Staff_Primary_K-3_Grade_Leve	Staff_Teacher_Training_Status_Code	Staff_Teacher_Training_Not_Complete_Narrative
0140	5224	12345678	Amber	Staff	01	05201974	007	01	
0140	5555	12345678	Amber	Staff	01	05201974	030	09	reasons

Report Layout

Data Element	Description	Location
School District	Lists the CDE-assigned four-digit number for each school district or BOCES.	District Information > State District Number District.number
	Numeric, 4 digits	
School Code	Reports the four-digit State School Number associated to which the school employee is assigned.	School Information > School Editor > State School Number School.number
EDID	Reports the 8-digit CDE- assigned employee identification number. Numeric, 8 digits	Demographics > Person Identifiers > Staff State ID Person.staffStateID



Data Element	Description	Location
Staff First Name	Reports the staff person's first name.	Identities > Current Identity > First Name
	Alphanumeric, 30 characters	Identity.firstName
Staff Last Name	Reports the staff person's last name.	Identities > Current Identity > Last Name
	Alphanumeric, 30 characters	Identity.lastName
Staff Gender	Reports the staff person's gender (01 = Female, 02 = Male, 03 = Non-binary).	Identities > Current Identity > Gender
	Numeric, 2 digits	Identity.gender
Staff Date of Birth	Reports the staff person's birth date.	Identities > Current Identity > Birth Date
	Date field, 8 characters (MMDDYYYY)	Identity.birthDate
Staff Primary K-3 Grade Level	Reports the code of the grade level the staff person primarily serves (most classes/most time).	District Assignments > Employment Assignment Information > Staff's Primary K-3 Grade Level
	007 - Kindergarten010 - Grade 1020 - Grade 2030 - Grade 3	EmploymentAssignment.pdClassType
	Numeric, 3 digits	
Staff Teacher Training Status	Reports the assigned code that indicates whether the staff person has completed training in literary instruction.	District Assignments > Employment Assignment Information > Staff's Teacher Training Status EmploymentAssignment.pdClass
	See the Staff's Teacher Training Status section below for details on these options.	LimploymentAssignment.puClass
	Numeric, 2 digits	



Data Element	Description	Location
Staff Teacher Training Not Complete Narrative	Reports the explanation for why the educator has not completed training.	District Assignments > Employment Assignment Information > Training Not Complete Narrative
	This is required for any educator who is assigned the Staff Teacher Training Status of 13: No, this educator did not complete the training due to another reason other than being newly hired. Alphanumeric, 255 characters	EmploymentAssignment.pdReason

Staff's Teacher Training Status Codes

Code	Description
10	Yes, evidence submitted by education to CDE via COOL or Secure Transfer confirming course completion
11	Yes, evidence submitted by district to CDE via Syncplicity confirming course completion
12	No, Educator did not complete the training as they were newly hired after the deadline.
13	No, this educator did not complete the training due to another reason other than being newly hired.